



West Licking Joint Fire District
851 East Broad Street
Pataskala, Ohio 43062

Board of Trustees

MEETING MINUTES

April 10, 2014

Mark Van Buren opened the meeting at 7:00 p.m., and led the Pledge of Allegiance.

ROLL CALL:

Jersey – Derek Myers

Harrison – Mark Van Buren

Etna – Randy Foor

Kirkersville – Brian Denton

Pataskala – Tim Hickin

Reynoldsburg – Cornelius McGrady III

OPEN DISCUSSION:

Mayor Mike Compton informed the Board that Acting Chief Mathews' and his wife are the Grand Marshalls at the Pataskala Street Fair parade. Mayor Compton informed the Board Pataskala is bringing back fireworks this year and they will be held at Foundation Park on July 5, 2014 with a rain date of July 6, 2014.

EXECUTIVE SESSION:

Mr. McGrady motioned to go into executive session for the purpose of meeting with attorneys concerning disputes involving the District which are the subject of pending court action and to consider the appointment, employment and/or the investigation of charges or complaints against a public employee. ORC 121.22(G) (1) and (3). Mr. Hickin seconded. Vote: Denton – yes; McGrady – yes; Van Buren – yes; Foor – yes; Hickin – yes; Myers – yes. **Motion carried.** The Board went into executive session at 7:04 p.m.

Mr. Denton motioned to come out of executive session at 8:27 p.m. Mr. McGrady seconded. Vote: Denton – yes; McGrady – yes; Van Buren – yes; Foor – yes; Hickin – yes; Myers – yes. **Motion carried.**

Mr. McGrady motioned to accept the Investigator Duckett's report along with the charges and specifications and instruct Interim Administrator, Steven Little, to prepare formal charges and specifications and serve West Licking Joint Fire Board and Mr. Fulmer. Mr. Denton seconded. Vote: Denton – yes; McGrady – yes; Van Buren – yes; Foor – yes; Hickin – yes; Myers – yes. **Motion carried.**

Mr. Foor inquired when the hearing would be held. Mr. Van Buren stated the hearing is scheduled for May 8, 2014 at the next regular Board Meeting.

APPROVAL OF MINUTES:

Mr. Myers motioned to approve the March 13, 2014 Regular Board Meeting minutes. Mr. McGrady seconded. Vote: Denton – yes; McGrady – yes; Van Buren – yes; Foor – yes; Hickin – yes; Myers – yes. **Motion carried.**

APPROVAL OF VOUCHERS:

Mr. Foor motioned to approve warrants 28919 - 28998. Mr. Myers seconded. Vote: Denton – yes; McGrady – yes; Van Buren – yes; Foor – yes; Hickin – yes; Myers – yes. **Motion carried.**

APPROVAL OF FINANCIAL STATEMENTS:

Mr. Hickin motioned to approve the March 2014 Bank Reconciliation, STAR Ohio Investment, and CDARS Statements. Mr. McGrady seconded. Vote: Denton – yes; McGrady – yes; Van Buren – yes; Foor – yes; Hickin – yes; Myers – yes. **Motion carried.**

ADMINISTRATOR REPORT:

- A. Interim Administrator Steven Little presented the Direct Deposit Policy to the Board for approval. Mr. Myers motioned to adopt the Direct Deposit Policy. Seconded by Mr. Foor. Vote: Denton – yes; McGrady – yes; Van Buren – yes; Foor – yes; Hickin – yes; Myers – yes. **Motion carried.**
- B. Mr. Little informed the Board two Part-time Firefighter/Paramedic candidates D. Scott Correll and Brice Mapel passed all pre-employment testing and is present tonight to be sworn in. AC Mathews swore both employees in.
- C. Mr. Little informed the Board he would like to change the way the mail is processed. Mr. Little would like to purchase two time/date stamp machines so the mail can be stamped when it is open and then when it is received for processing. Mr. McGrady inquired if Mr. Little wanted to purchase manual or automatic? Mr. Little stated it was automatic. Mr. Van Buren stated to make sure and purchase good quality machines.

Mr. Denton motioned to purchase two time/date stamp machines at a not to exceed cost of \$1,600.00. Mr. Foor seconded. Vote: Denton – yes; McGrady – yes; Van Buren – yes; Foor – yes; Hickin – yes; Myers – yes. **Motion carried.**

- D. Mr. Little informed the Board that we are utilizing a new time and attendance program called Net Duty. Mr. Little had Mrs. Lesko explained the program to the Board. Mrs. Lesko stated the new time and attendance is going to take the place of Paychex. Net Duty is designed specifically for fire and police departments and understands the 24 hour shifts that we utilize. Mrs. Lesko stated this program will track trades that are done. The truck assignments are done in this program and timesheets are created in this program as well.

Mr. McGrady informed the Board that on April 26, 2014 at 8:00 a.m. there will be a 5K Run for Sexual Assault at Wolf Park. Registration is online at premierace.com.

CHIEFS' REPORT:

- A. Acting Chief Ken Matthews informed the Board he has placed a photo of the new engine with their packet this evening. The engine is finished and going to Fire Marine Co to have the mounting brackets installed for the equipment.

Mr. McGrady inquired as to which Station this engine was going to. AC Mathews stated it was going to Station 3. Mr. Hickin inquired when the new engine would be in service. AC Mathews stated close to the end of May.

- B. AC Mathews informed the Board the District committed to have a certified Peer Fitness Trainer on staff per an agreement with Newark for the CPAT testing which is being held in October 2014. AC Mathews stated that he has been unable to get anyone into a class because they are full as soon as they are posted. AC Mathews stated he feels the District should host a class and that would guarantee the District in getting members of our staff certified and also would allow other departments in the area the same opportunity. The cost to host a class is \$20,000.00 and the charge for an individual to attend is \$800.00.

The requirements to host a class are to be able to accommodate up to 32 students for classroom and to have free weights and fitness equipment on site. As long as we have 25 students sign up the District would recover the costs to host the class.

Mr. Denton motioned to spend \$20,000.00 to host a Peer Fitness Training Certification class. Mr. Hickin seconded. Vote: Denton – yes; McGrady – yes; Van Buren – yes; Foor – yes; Hickin – yes; Myers – yes. **Motion carried.**

ASSISTANT CHIEFS' REPORT:

- A. Assistant Chief Williams informed the Board the sales representative is finalizing the specifications on the new medic.
- B. AC Williams informed the Board currently he is the only one authorized to purchase medication and narcotics for the District. AC Williams stated he is allowed to designate someone by a Power of Attorney with the Board's approval to do so.

Mr. McGrady motioned to assign by POA someone else to purchase medications and narcotics for the medics. Mr. Foor seconded. Vote: Denton – yes; McGrady – yes; Van Buren – yes; Foor – yes; Hickin – yes; Myers – yes. **Motion carried.**

- C. AC Williams informed the Board the cost of the Medical Director through MECC is increasing to \$25,000.00. This amount is still less than half of what the District paid when we did not belong to MECC. There are 12 agencies that are part of MECC and all share in the cost based upon the number of call each department has per year.

Mr. Foor motioned to adopt Resolution 2014-05 Proposal for Half-Time Medical Director and Management of Emergency Medical Services within the Metropolitan Emergency Consortium. Mr. Myers seconded. Vote: Denton – yes; McGrady – yes; Van Buren – yes; Foor – yes; Hickin – yes; Myers – yes. **Motion carried.**

- D. AC Williams informed the Board the Operative IQ should be operational in approximately a week.
- E. AC Williams informed the Board since the first of the year there has been 180 classes taken online by 59 employees through the 24/7 online training.
- F. AC Williams informed the Board Firefighter Lowe has a contract for the product he designed for classrooms to utilize against active shooters. FF Lowe is getting ready to start a marketing campaign for the product.
- G. AC Williams informed the Board Fire Prevention Officer Kate Earley has completed her Bachelor's degree in Fire Suppression Engineering.
- H. AC Williams informed the Board the Paramedic Refresher training went well utilizing 2 unit instructors.

FISCAL OFFICER REPORT:

Donna Hubner informed the Board the semi-annual property tax receipts were received on March 31, 2014. The General Fund received \$3,378,262.43 and the 1 Mill Capital Fund received \$195,019.67.

EXECUTIVE SESSION:

Mr. Myers motioned to go into executive session to consider the appointment, employment, promotion, or compensation of a public employee or official per ORC 121.22. Mr. Denton seconded. Vote: Denton – yes; McGrady – yes; Van Buren – yes; Foor – yes; Hickin – yes; Myers – yes. **Motion carried.** The Board went into executive session at 9:28 p.m.

Mr. Foor motioned to come out of executive session at 10:05 p.m. Mr. Denton seconded. Vote: Denton – yes; McGrady – yes; Van Buren – yes; Foor – yes; Hickin – yes; Myers – yes. **Motion carried.**

Mr. Myers motioned to move Todd Magers to the position of Acting Assistant Chief with the same salary and benefits as the current Assistant Chief and to give him the Chief Tahoe to drive between home and the station. Mr. McGrady seconded. Vote: Denton – yes; McGrady – yes; Van Buren – yes; Foor – yes; Hickin – yes; Myers – yes. **Motion carried.**

Mr. McGrady motioned to spend \$2,000.00 towards retirement festivities for AC Mathews. Mr. Hickin seconded. Vote: Denton – yes; McGrady – yes; Van Buren – yes; Foor – yes; Hickin – yes; Myers – yes. **Motion carried.**

There being no further business, Mr. Van Buren adjourned the meeting at 10:14 p.m.

Respectfully submitted,



Donna M. Hubner
Fiscal Officer

APPROVED:

Mark Van Buren
Board of Trustees

President of the Board
Title

Note: These minutes are unofficial, subject to amendment, until approved by the Fire Board Members.